



THE CITY OF SAN DIEGO

## Equal Opportunity Contracting

### Pre-Construction Conference Notes

**Pre-Construction Conference Date:** \_\_\_\_\_

**EOC Representative:** \_\_\_\_\_

**Prime Contractor Firm Name:** \_\_\_\_\_

**Bid #:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

☐ This project is subject to prevailing wage requirements of Davis Bacon and Related Acts.

☐ This project is NOT subject to requirements of Davis Bacon and Related Acts.

Prime contractor is responsible for providing City staff with all required reports for each contractor performing work for this project. Prime contractor must review reports for completion and accuracy prior to submission. Reports due to City's representative by 5th day of each month.

*Progress payments may be withheld if reports are not on time, accurate and complete.*

**I certify the following information was presented to me at this Pre-Construction Conference as an essential condition to satisfying requirements of this project and I recognize and accept my responsibility as the prime contractor to inform subcontractor(s) about these conditions and to assure their compliance:**

\_\_\_\_\_  
Name of Contractor's Representative

\_\_\_\_\_  
Signature Contractor's Authorized Representative

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

## General Information:

- **Substitution** (subcontractor change) of any listed subcontractor requires written approval by the City prior to performance. Violations subject prime contractor to sanctions as stipulated in *Subletting and Subcontracting Fair Practices Act* of the Public Contract Code.
- **Posters:** Equal Opportunity posters must be displayed publicly at job site; contractor will construct a portable stand to meet criteria for public visibility, if necessary. Applicable wage rates must be posted at all prevailing wage job sites.
- **Employee goals** for Federally-funded construction projects are 16.9% for minorities and 6.9% for women. During the length of this project, contractors are expected to achieve substantially uniform progress in meeting these goals for each trade employed.

## Reports Due at Project Start:

- **Total Current Work Force** requires prime contractor to submit name, address, social security number and other information on each employee working in San Diego County. A new report must be submitted whenever new employees are hired to perform work in the county.
- **Federal and Non-Federal Work in San Diego County** requires prime contractor to list all contracts currently held in San Diego County. Report must be submitted at start of project and whenever new contracts are received.
- **Public Works Contract Award Information [DAS 140]** must be submitted for each apprenticeable trade by the prime and all subcontractors. Contractors must list anticipated dates and number of apprentices to be employed and journey level hours. Original sent to each apprenticeship committee; copy to City. This is not a request for dispatch of apprentices; contractors must make a separate request for dispatch.

## Reports Due Monthly:

- **Due Dates:** Each *Monthly Employment Report* and *Monthly Invoicing Report* must be submitted by the 5<sup>th</sup> day of the subsequent month to the Resident Engineer with a copy to the EOC Program Manager at 1010 Second Avenue, Suite 500, San Diego, CA 92101.
- **Report Submission:** Incomplete reports may cause payment delays and/or nonpayment of invoice. If no work is performed, a report should be submitted with “No Activity” written across face of document. “Final Report” should be written across face of document when portion is complete.
- **Monthly Employment Report** must list each employee working on the specific project by full name, social security number, gender, ethnic category, craft and employee source. Prime contractor is responsible for collecting and submitting *Monthly Employment Report* from all subcontractors, at any level, working at the site. Contractors must submit report monthly until their portion of work is complete. Reporting period is from first day of calendar month through last day of calendar month and reflects total work hours performed on this project.
- **Monthly Invoicing Report** requires prime contractor to list monthly payments made to subcontractors and/or suppliers based on invoices received. The Monthly Invoicing Report must be filled out completely and include name, address and phone number (with area code) of each subcontractor, vendor or supplier.

## **TOTAL CURRENT WORK FORCE**

Company Name: \_\_\_\_\_

Initial Report is Dated: \_\_\_\_\_

Address: \_\_\_\_\_

Today's Date: \_\_\_\_\_

\_\_\_\_\_

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W.O. # \_\_\_\_\_ Bid # \_\_\_\_\_

Employer's ID# \_\_\_\_\_

This report covers the following reporting period: from \_\_\_\_\_ to \_\_\_\_\_  
MM/DD/YY MM/DD/YY

**INSTRUCTIONS: Attach to first monthly submittals. Submit an updated notice only when new employees are hired to work in San Diego County.**

Name, Address/City/State/Zip and Social Security #	Male/ Female (M/F)	Craft	** Job Level	* LA		* AA		* FI		* NA		* AP		* CA	
				Perm	Temp	Perm	Temp	Perm	Temp	Perm	Temp	Perm	Temp	Perm	Temp
<b>TOTALS (on last page only)</b>															

\*\* Job Level Abbreviations: S= Supervisor; F= Foreman; J= Journeyman; A= Apprentice; T= Trainee; Other= **Specify**

\* Ethnicity Abbreviations: LA= Latino, Hispanic, Mexican-American, Chicano, Puerto Rican; AA= African American; FI= Filipino;  
NA= Native American, American Indian; AP= Asian, Pacific Islander; CA= Caucasian and others not listed



W.O.# / Bid#: \_\_\_\_\_

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**FEDERAL AND NON-FEDERAL WORK IN SAN DIEGO COUNTY**

Covered Area Is: San Diego County

Contractor's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**I. FEDERALLY-ASSISTED CONTRACTS**

Name of Federal Agency Funding Project	Project Name and Location *	Contract Project Number	Dollar Amount	Construction Start Date	Project Completion Date

**II. NON-FEDERAL CONTRACTS**

Contract With	Project Name and Location *	Construction Start Date	Percent Complete	Projected Completion Date	Comments

\* Location must include city and street address.

**INSTRUCTIONS:**

Submit an updated list only if work is complete or new contracts have been awarded during the span of this project.



## PUBLIC WORKS CONTRACT AWARD INFORMATION

Contract award information must be sent to your Apprenticeship Committee if you are approved to train. If you are not approved to train, you must send the information (which may be this form) to ALL applicable Apprenticeship Committees in your craft or trade in the area of the site of the public work. Go to: <http://www.dir.ca.gov/das/PublicWorksForms.htm> for information about programs in your area and trade. You may also consult your local Division of Apprenticeship Standards (DAS) office whose telephone number may be found in your local directory under California, State of, Industrial Relations, Division of Apprenticeship Standards.

**Do not send this form to the Division of Apprenticeship Standards.**

NAME OF YOUR COMPANY	CONTRACTOR'S STATE LICENSE NO
MAILING ADDRESS- NUMBER & STREET, CITY, ZIP CODE	AREA CODE & TELEPHONE NO.
NAME & ADDRESS OF PUBLIC WORKS PROJECT	DATE YOUR CONTRACT EXECUTED
	DATE OF EXPECTED OR ACTUAL START OF PROJECT
NAME & ADDRESS OF PUBLIC AGENCY AWARDING CONTRACT	ESTIMATED NUMBER OF JOURNEYMEN HOURS
	OCCUPATION OF APPRENTICE
THIS FORM IS BEING SENT TO: (NAME & ADDRESS OF APPRENTICESHIP PROGRAM(S))	ESTIMATED NUMBER OF APPRENTICE HOURS
	APPROXIMATE DATES TO BE EMPLOYED

***This is not a request for dispatch of apprentices.***

*Contractors must make a separate request for actual dispatch, in accordance with Section 230.1(a) California Code of Regulations*

***Check One Of The Boxes Below***

1. ☐ We are already approved to train apprentices by the \_\_\_\_\_  
Apprenticeship Committee. We will employ and train under their Standards. Enter name of the Committee
2. ☐ We will comply with the standards of \_\_\_\_\_  
Apprenticeship Committee for the duration of this job only. Enter name of the Committee
3. ☐ We will employ and train apprentices in accordance with the California Apprenticeship Council regulations, including § 230.1 (c) which requires that apprentices employed on public projects can only be assigned to perform work of the craft or trade to which the apprentice is registered and that the apprentices must at all times work with or under the direct supervision of journeyman/men.

Signature

Date

Typed Name

Title

**State of California - Department of Industrial Relations DIVISION  
OF APPRENTICESHIP STANDARDS**





# MONTHLY EMPLOYMENT REPORT

Contractor: \_\_\_\_\_ Employer I.D. Number: \_\_\_\_\_

Project Title: \_\_\_\_\_ Work Order Number: \_\_\_\_\_

Reporting Period: From: \_\_\_\_\_ To: \_\_\_\_\_ Bid Number: \_\_\_\_\_

Employee List		Male or Female	1 Ethnic Symbol	Craft	2 Employee Source	Number of Hours Worked
Last Name, First Name, Middle Initial	Social Security #					
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

1 Ethnic Symbol	
Black, African American	BL
Mexican American, Hispanic, Latino, Puerto Rican	MA
Native American, American Indian, Eskimo	NA
Asian, Pacific Islander	AP
Filipino	FI
Caucasian	CA
Other Ethnicity (not defined above)	OTH

2 Employee Source	
Apprenticeship Program	A
Employment Agency	E
Training Program	T
Union Hiring Hall	U
Other	O

I certify under penalty of perjury that the foregoing information is true and correct:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name / Title

\_\_\_\_\_  
Date Prepared



MONTHLY INVOICING REPORT

Prime Contractor: \_\_\_\_\_  
Submitted By: \_\_\_\_\_  
Construction Project Title: \_\_\_\_\_  
Contact Person and Phone Number: \_\_\_\_\_

Contract Value To-Date: \_\_\_\_\_  
Current Reporting Month: \_\_\_\_\_ 200\_\_\_\_  
Work Order No: \_\_\_\_\_  
Bid No: \_\_\_\_\_  
Original Contract Amt: \_\_\_\_\_

SUBCONTRACTORS/SUPPLIERS: List Names of all Subcontractors/Suppliers:	*DBE or DVBE	Anticipated Start Date	Date of Last Inv.	Dollar Amount Paid This Month	Total Dollar Amount Invoiced To Date	CUMULATIVE AMOUNTS Paid To Date		ORIGINAL AMOUNTS LISTED IN BID		Change Order Paid this Month
						Dollar Amount	%	Dollar Amount	%	
SUBCONTRACTORS:										
SUPPLIERS:										
TOTAL DBE Subcontractors/Suppliers										
TOTAL DVBE Subcontractors/Suppliers										
TOTAL NON-DBE/DVBE Subcontractors/suppliers										
TOTAL AMOUNT PAID TO PRIME										
TOTAL CHANGE ORDERS TO DATE										
Use this table for federal or federally funded projects:										
TOTAL MBE Subcontractors/Suppliers:										
TOTAL WBE Subcontractors/Suppliers:										

\*On federal or federally funded projects indicate whether DBE is an MBE

I certify under penalty of perjury that the foregoing information is true and correct: \_\_\_\_\_

